

APPLICATION FOR NONCREDIT CONTINUING ASSESSOR EDUCATION PROGRAM

Wisconsin Department of Revenue
Committee on Continuing Assessor Education
PO Box 8971 2135 Rimrock Road MS 6-97
Madison, WI 53708-8971
(608) 266-7750

To be considered for approval, this application must be completed and submitted to the Department of Revenue at least **60 days** prior to the commencement of the program. The program must be a minimum of 2.5 hours in length and be *appraisal or property tax law/management* instruction as defined in Tax 12.065 of the Wisconsin Administrative Code. Initial approval of noncredit programs may be given without specific information concerning dates, times, locations, and instructors, provided that this information is furnished to the department on PM-101, no later than **30 days** prior to the beginning of the approved program.

Program Title	
Program Date	Program Sponsor Name & Address
Program Location	E-mail Address: _____ Telephone: (_____) _____ - _____
Program content - Attach an outline with headings broken down into subdivisions representing 15 to 60 minute blocks of time, depending on the overall length of the program. When programs are a combination of <i>appraisal and law/management</i> instruction, the type of instruction must be indicated on the outline. Clearly indicate starting, ending and break times.	
Total number of continuing assessor education hours: _____ Appraisal Instruction _____ Law/Management Instruction	
Describe method of instruction and instructional materials to be used. Attach additional pages if necessary.	
Give program instructor's name and describe qualifications (experience and employment). Attach additional pages if necessary. <i>(This section must be completed whether instructors were previously approved or not.)</i>	

Does the instructor hold a Wisconsin assessor certification? ☐ Yes ☐ No

If yes, what level(s)? ☐ Technician ☐ Appraiser ☐ Assessor-1 ☐ Assessor-2 ☐ Assessor-3

Is membership in your organization necessary to program enrollment?

☐ Yes ☐ No

If yes, please explain:

Is enrollment open to all regardless of race, color, creed, religion, sex, of national origin?

☐ Yes ☐ No

Note: Program sponsors or their designees are responsible for monitoring attendance and submitting, within *10 days* of the conclusion of the program, a certificate to the certified individuals who attended the program, and a notarized roster of these individuals to the Department of Revenue.

I hereby certify that all statements made on this application are true to the best of my knowledge.

Name (please print)

Title

Signature

Date

FOR DEPARTMENT OF REVENUE USE ONLY - DO NOT WRITE IN THE AREA BELOW

Application for Noncredit Continuing Assessor Education Program Number: _____

☐ Not Approved. Reason:

☐ The program, instructors, dates and locations as listed on this application are approved. This approval expires on September 30, 20 _____

_____ Hours Appraisal Instruction

_____ Hours Law/Management Instruction

NOTE: If you plan to offer this program with different dates, locations, or instructors than those listed on this application, you must provide this information to the Department of Revenue on PM-101, (Previously Approved Program 30 Day Notice) at least **30 days** prior to the commencement of the program.

☐ The program is approved subject to the date, time, location of the program along with the name and qualifications of the program instructor being submitted to the Department of Revenue on PM-101, (Previously Approved Program 30 Day Notice) at least **30 days** prior to the commencement of the program, if they have not been included on this form.

Gregory J. Landretti, Director
Office of Assessment Practices

Date